

## **HARDSHIP WITHDRAWAL**

### **Overview**

Students may submit a Hardship Withdrawal Request for one or more class sections in the current or previously enrolled term.

Hardship withdrawal requests are reviewed by the Dean or Dean's designee of the student's school or college and the Associate Provost/Dean of Students or their designee. Approval is considered when one or more of the following has occurred:

1. Personal medical crisis: incapacitating mental or physical illness and/or injury to the student.
2. Exceptional personal non-medical crisis: catastrophic event involving the student or a catastrophic illness or death of a family member, partner, caregiver, or friend.

Upon approval, the Office of the Registrar is notified. The Registrar's Office replaces the earned grade with an HW grade in each course section indicated on the form. The HW grade does not earn credit and is not included in the calculation of the student's grade point average.

### **Student Responsibility and Process**

A student submits the hardship withdrawal request form in the next term of attendance, which must be within four quarters after the term in which the HW was experienced. The hardship withdrawal request process additionally requires the student to supply specific documentation from a qualified professional or organization. Example documentation is dependent upon the situation and may include, but is not limited to, medical assessment, death certificate, or a fire/police report. All original supporting documentation is retained in the university's instance of Maxient, a system for tracking student and psychological records and concerns, that is secured for access by a very limited group of individuals. The hardship withdrawal request form is saved separately in the student's academic file in the Office of the Registrar.

### **Refunds**

Tuition refunds are automatically provided to those with approved hardship withdrawals if the official date of withdrawal falls within a tuition refund window as indicated on the important dates calendar.

Students will also be considered for a tuition refund beyond the above when one or more of the following conditions occur: a death of a family member, partner, caregiver, or

friend; unable to participate in classes due to significant medical issues such as hospitalization or a documented medical illness/condition; or in the event a student's Hardship Withdrawal was requested due to the administration of Interim Emergency Leave or Involuntary Medical Leave that prevented the completion of a term.

The additional Hardship Withdrawal refund consideration is limited to one time only and refunds will only be considered for Hardship Withdrawals that are approved by the last day of the quarter after the Hardship Withdrawal occurred.

1. Students who receive a hardship withdrawal for one of the above situations will be considered for a refund through examination of the documentation included as part of the withdrawal request.
2. Approvals are decided and acted upon within thirty (30) days of when the Office of the Registrar receives the HW form.
3. The following refund rates apply:
  - a. Attendance up to 60% of a term: 100% refund
  - b. Attendance up to 90% of a term: 50% refund
  - c. Attendance up to finals week: 0% refund

### **Notification of Additional Conditions for Reinstatement**

Students who are approved for medical hardship withdrawal may be required to seek approval for reinstatement. Additional conditions are applied with due consideration at the discretion of the Dean or Dean's designee of the student's school or college and the Associate Provost/Dean of Students or their designee. If a student is registered for a future term, and the student has been assigned conditions for reinstatement, the Dean or Dean's designee in the student's school or college is responsible for dropping the student from those classes if the conditions for reinstatement have not been met by the first day of that registered term. Any paid tuition will be refunded, and the transcript will not reflect enrollment for that quarter.

### **Requesting Reinstatement for Medical Hardship Withdrawal**

Seattle University expects that personal medical reasons resulting in a full or partial hardship withdrawal must be treated and a satisfactory level of recovery attained before the student can successfully return to the intellectual, social, and emotional demands of a university campus. Thus, a student may not register for classes in the next immediate quarter, including summer, following the quarter in which the personal medical hardship withdrawal was granted. The student is encouraged to use that time to obtain treatment to address or resolve the condition that necessitated the hardship withdrawal.

When seeking to return to Seattle University, the student contacts the Dean or Dean's designee from the student's school or college. The student will be asked to provide the following materials no later than three weeks prior to the start of the desired quarter of return as the basis for consideration:

- A. Written permission to freely exchange confidential health information between off-campus health care provider(s) and his/her/their counterpart(s), Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS) personnel, at Seattle University.

The SU medical and/or counseling providers engage with these providers and give due consideration to the request to continue their education. They provide their recommendations with the Dean or Dean's designee in the student's school or college and the Associate Provost/Dean of Students or their designee for Student Development for consideration.

- B. A student-initiated letter to the Dean or Dean's designee addresses at a minimum the following:
  - a. An explanation of what has been accomplished during the absence.
  - b. An understanding of the value, as well as the limits, of peer support and support from professors, residence hall staff, other campus professionals, and health providers.
- C. A supporting letter from an appropriate health-care professional (physician, psychiatrist, or psychologist) to the Dean or Dean's designee and the Associate Provost/Dean of Students or their designee for Student Development addressing at a minimum the following:
  - a. A summary of the reasons for the student's treatment and the agreed-upon treatment goals.
  - b. The start date and end date, if any, of treatment and the frequency of appointments.
  - c. A summary of the progress and gains made on treatment goals.
  - d. A professional opinion regarding the student's current ability to handle the intellectual, physical, social and/or personal demands of being a (1) full-time student at Seattle University and, if applicable, (2) living safely and independently in the residence halls, providing appropriate self-care, and utilizing available support and treatment resources.
  - e. A recommendation, if applicable, on special conditions under which the student should be readmitted, e.g., fitness for duty, for nursing clinicals.
  - f. A recommendation, if applicable, on additional support or treatment for the student to be successful.
  - g. Any additional comments, based on knowledge of the student.

## **Reinstatement Review and Decision**

The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students review the reinstatement request to evaluate whether the circumstances leading to the full or partial hardship withdrawal have been adequately addressed and whether there is reasonable assurance that similar factors will not prevent the student's progress in the near term.

The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students, staff from the Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS) may require a personal interview with the student.

The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students decide if, and when, the student may return.

The decision to reinstate a student following a full or partial hardship withdrawal for personal medical reasons is a provisional determination. When permission to return is granted, any special conditions or requirements are provided in writing to the student. It may be advisable for the student to establish a professional relationship with a member of the Student Health Center (SHC), Counseling and Psychological Services (CAPS), and/or a professional in the community. If the health issue has not been satisfactorily resolved within the first term of attendance after reinstatement, the Dean or Dean's designee in the student's school or college and Student Development may reverse the reinstatement decision.

## **Academic Reentry Plan and Monitoring**

When approved for reinstatement, the student meets with the Dean or Dean's designee in the student's school or college for registration and development of an academic reentry plan.

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